

Minor Name Change Application Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Immigration Office Name]

[Immigration Office Address]

[City, State, Zip Code]

Dear [Immigration Officer's Name],

I am writing to formally request a minor name change on my immigration documents from [current name] to [new name]. This change is necessary due to [brief explanation for the name change].

Enclosed are the following documents to support my application:

- Copy of my current immigration documents
- Government-issued ID with the new name (if applicable)
- Proof of the reason for the name change (e.g., marriage certificate, court order)

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]